



## COOK POSITION DESCRIPTION

<b>Department:</b>	Chief Executive Office
<b>Unit:</b>	St Peters Child Care Centre & Preschool
<b>Section:</b>	St Peters Child Care Centre & Preschool
<b>Reports To:</b>	Reports to the Director, St Peters Child Care Centre & Preschool The Position is also expected to work in collaboration with other staff across the organisation.
<b>Direct Reports:</b>	Nil.
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement Child Care Children's Services Employee Level 2
<b>Special Conditions:</b>	Nil.

### PURPOSE

The St Peters Child Care Centre & Pre-school Cook is responsible for the preparation and delivery of nutritionally balanced meals and snacks in accordance with the services food program, Dietary Guidelines for Children & Adolescents (DGCA), Get-Up & Grow.

The position of Cook is a hands-on role that entails menu planning and working in conjunction with families, Educators and children to meet all dietary requests and allergy needs.

The position of Cook is part of an enthusiastic, child focused team, with responsibilities including but not limited to, cooking experiences with the children, trolley preparation and clean up and participation in Centre events.

The Cook is responsible for the ordering of stock in line with budget requirements and for maintaining hygiene practices and standards in line with the Food Safety Act 2001, Food Regulations 2017 and the Centre's food safety program.

The Cook is required to have a working knowledge of the Food Safety Act 2001 and Food Regulations 2017 and be prepared to participate in annual job-related training.

### POSITION OBJECTIVES:

- To develop, display and evaluate quarterly rotating menus which reflect the guidelines and recommendations of the Dietary Guidelines for Children & Adolescents & Get-Up & Grow programs and seasonal foods.
- To provide high quality, nutritionally balanced meals and snacks for children up to five years of age, including babies, in accordance with the Dietary Guidelines for Children & Adolescents & Get-Up & Grow programs.

### KEY RESPONSIBILITIES

#### MEAL PREPARATION

- To provide morning tea, lunch, and afternoon tea for all children with in the Centre in accordance to the Dietary Guidelines for Children & Adolescents & Get-Up & Grow programs and seasonal foods.
- To ensure children with 'special diets' are catered for as reasonably close to the meal provided to the overall children of the Centre.
- To work in consultation with parents and other members of the staff team to ensure that individual dietary needs are accommodated.
- To ensure adequate information, instructions, food, schedules, and equipment are available for relief staff.
- To comply with relevant food safety programs and the Food Safety Act.
- To maintain all checklists and records as required within the food safety program.
- Order food within the Centre's budget whilst maintaining a working relationship with all food suppliers.
- To ensure all incoming stock is accounted for matches the invoice and stored appropriately.
- To provide food as required for parent and staff meetings, and Centre events.
- To carry out other duties as requested by the Director, Assistant Director or Team Leaders.

## **COOK POSITION DESCRIPTION**

### **Performance Indicators**

- Meals are varied and nutritionally balanced in accordance with the Dietary Guidelines for Children & Adolescents and Get Up & Groove programs.
- Meals are prepared and delivered in a timely manner.
- Stock is ordered within set budget parameters.

### **CLEANING AND HYGIENE CONTROL**

- To ensure all procedures are maintained to a high standard. eg hygienic working environment and overall presentation of the kitchen area and its belongings.
- To keep a clean and hygienic worksite, keep records of cleaning schedules, fridge temperatures and records associated with the Centre's Food Safety Plan are maintained and displayed.
- To ensure that the Centre's rooms are supported with food trolley preparation and clean up.
- To deal with kitchen emergencies or hazards appropriately, calmly and report to the Director or Assistant director as soon as possible.
- To dispose of waste and ensure bin collections are occurring.
- To ensure rubbish bins are taken out for collection on schedule and disposal of cardboard boxes occur.

### **Performance Indicators**

- The kitchen is presentable and cleaned during service and at the conclusion of each shift.
- Waste to be disposed off sustainably and correctly.
- Ensure records are accurately maintained and displayed in accordance with the Food Safety Plan.

### **CARER AND COMMUNITY LIAISON**

- Respond to parents/carers queries during the day regarding children's dietary needs and implement action where required, in consultation with the Director.
- Act as a reference point and resource to all Early Childhood Educators and students re: food planning and use of kitchen equipment.
- Seek out feedback and suggestions from parents in regards to menus and meals provided.
- Refer and/or report workplace matters to the Director.
- Open communication maintained.
- Annual survey seeking out suggestions and recipes, children's likes and dislikes and special dietary needs.
- Festive meals prepared for cultural celebrations.
- Actively participate in the Centre's Quality Improvement Plan (QIP).
- Participate in Centre trainings and/or staff meetings where relevant.
- Seek out trainings in relation to job relevance as per yearly "EMPOWER" plans.
- Researching ways to reduce food wastage.

### **Performance Indicators**

- Administrative tasks completed accurately and on time.
- Ensure workplace matters are reported in a timely manner.
- Client concerns dealt with promptly and professionally.
- Understanding cultural diversity, needs and requirements.

## **SELECTION CRITERIA**

### **ESSENCIAL CRITERIA**

#### **QUALIFICATION**

- Food Safety Supervisor Certificate
- Mandated Notification Training Certificate

### **DESIRABLE CRITERIA**

#### **QUALIFICATIONS AND/OR EXPERIENCE**

- Minimum of two (2) years' experience as a Childcare Centre cook
- First Aid Certificate

## COOK POSITION DESCRIPTION

### KNOWLEDGE

- Working knowledge of the *National Quality Standards, Quality Assurance 2 – Children’s Health & Safety is desirable*
- Working knowledge of legislative requirements of the *Food Safety Act 2001* and *Food Regulations 2017*.
- Experience preparing menus and meals for Childcare Centres or other like environments
- Experience in preparing inclusive menus and meals which address children’s nutritional needs, including special dietary needs.
- Knowledge of appropriate hygiene, food handling, and safe storage guidelines.
- Knowledge of the special dietary needs of infants, including breastfeeding.

### SKILLS

- Ability to be creative, resourceful and flexible in the work situation.
- Demonstrable skills in organisation and management.
- Effective time management skills.
- Excellent communication skills.
- To be able to perform in all necessary tasks within the job requirements.

### PERSONAL ATTRIBUTES

- Proven ability to build positive relationships with well-developed interpersonal skills including the ability to deal with a diverse range of people.
- Good organisational and time management skills.
- Lead by example, displaying customer focused behaviours at all times, taking ownership and seeking solutions to resolve problems within level of delegation.
- A willingness to adopt different approaches in order to achieve results, accepts changes in job role in a positive manner.
- Committed to continuous improvement.

### DELEGATION & AUTHORITY

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

### JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

### WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers

- Prioritise safety in the workplace.
- Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Comply with legislation, policies, procedures and participate in WHS training.
- Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Use tools and equipment correctly to protect the health and safety of yourself and others.
- Ensure you are medically and physically fit to undertake the requirements of your position.
- Follow reasonable safety instructions.
- Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

**WHO WE ARE**



**AGREEMENT**

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

**APPROVED BY:**

**READ & AGREED TO BY:**

**COOK**  
**POSITION DESCRIPTION**

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Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**  
Date \_\_\_\_\_

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**COOK**  
Date \_\_\_\_\_